



# *Administrative Office of the Courts*

Nashville City Center, Suite 600

511 Union Street

Nashville, Tennessee 37219

615 / 741-2687 or 800 / 448-7970

FAX 615 / 741-6285

ELIZABETH A. SYKES  
Director

TIM D. TOWNSEND  
Deputy Director

## **Request for Proposals**

### **Access and Visitation Grant Self-Represented Litigants Initiatives**

The Administrative Office of the Courts will have funds available through the Access and Visitation Grant for the development of or continuation of initiatives that will aid *self-represented litigants* in accessing the Tennessee court system regarding child support issues. The initiatives must address the needs of divorced or never married parents and focus on services to help them resolve any or all issues concerning parenting and visitation in **child support cases** or **cases involving child support issues**. These initiatives may include but are not limited to any of the following: self-help centers, pro se clinics, unbundled legal services, and mediation programs.

The grants shall be for the time period of September 1, 2007 through August 31, 2008. The Administrative Office of the Courts expects to offer funding as long as revenue continues. Not for profit entities are encouraged to apply.

**An application for the grant funds can be found on the AOC website at [www.tncouts.gov](http://www.tncouts.gov) Applicants must provide letters of support from their local courts.**

Applications for funding to the A.O.C. must be in the AOC offices by **August 1, 2007**. Applications may be submitted in writing by standard mail or fax to the above address, or be e-mailed to Mary Rose Zingale at [mrzingale@tscmail.state.tn.us](mailto:mrzingale@tscmail.state.tn.us). Notification of grant awards will be sent on or about *August 31, 2007*.

If you have any questions, please contact Libby Sykes at the above address.

**\*\* Awards are contingent upon receipt by the AOC of the federal funding**

**Application for Access and Visitation Grant  
2007-08**

**1. Contact Information**

|                                |   |
|--------------------------------|---|
| <u>Organization Name</u>       | <u>Street Address (City, State, Zip)</u>    |
| <u>Mailing Address</u>         | <u>Number of Years Program in Operation</u> |
| <u>Telephone, Fax</u>          | <u>Federal Identification Number</u>        |
| <u>Director, Email and fax</u> |   |

**2. Service Area**

| <u>County Served</u> | <u>Population</u> | <u>Judicial District</u> | <u>Agency/Court Served</u> |
|----------------------|-------------------|--------------------------|----------------------------|
| 1.                   |                   |                          |                            |
| 2.                   |                   |                          |                            |
| 3.                   |                   |                          |                            |
| 4.                   |                   |                          |                            |
| 5.                   |                   |                          |                            |
| 6.                   |                   |                          |                            |

**3. Narrative**

Project Design: Indicate the activities for which any grant money will be used.

- a. Indicate the program's specific goals and tasks and explain how those goals and tasks will be achieved within the fiscal year.
- b. Indicate how the program will increase access and visitation to children by non-custodial parent.
- c. Indicate how this program will coordinate and collaborate with other entities within the community.
- d. Indicate the program's future sustainability plan including continuation funding and support.

#### 4. Attachments

Please include a copy(ies) of the following with your application:

1. Projected Budget
2. Letter(s) of support from local courts

This application and all attachments must be received by 4:30 p.m. C.S.T. August **1, 2007** by fax or regular mail. The application and any questions should be addressed to **Mary Rose Zingale** at:

Administrative Office of the Courts  
511 Union Street, Suite 600  
Nashville, TN 37219  
615-741-2687 (phone) 615-741-6285 (fax)  
[mrzingale@tscmail.state.tn.us](mailto:mrzingale@tscmail.state.tn.us)